

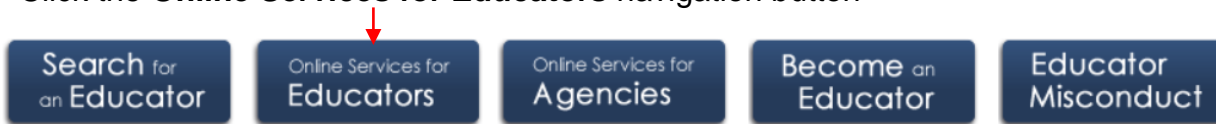


# Online Services for Educators

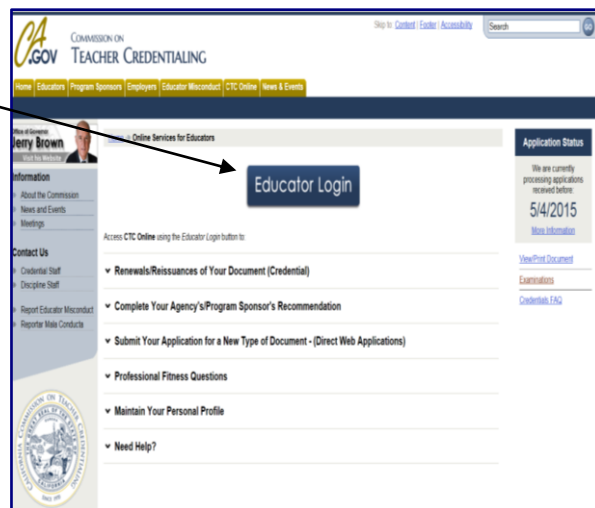
## Quick tips to apply for the Certificate of Clearance or Activity Supervisor Clearance Certificate

**The online Web Application process may only be used at this time for persons who need fingerprint clearance. Applications for new teaching credentials must be mailed to the Commission using [Form 41-4](#). Individuals who must submit fingerprint cards with their application must not use this online process! See [Credential Leaflet CL-900](#) for more information.**

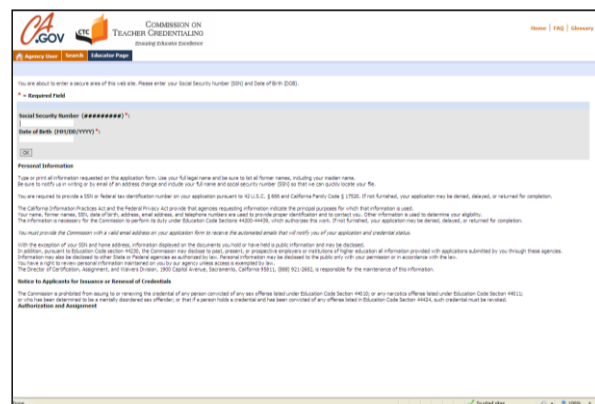
1. If not already completed, fill out the CTC-specific [Form 41-LS](#) and take 3 copies to a [Live Scan station](#) for your fingerprints to be taken.
2. Apply for your document using the Web Application Process at the CTC website. ([www.ctc.ca.gov](http://www.ctc.ca.gov))
  - a. Click the **Online Services for Educators** navigation button



- b. Select the **Educator Login** button to begin your application.



- c. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will be prompted to enter this information twice.



- d. If your personal profile is complete, click 'Next.' If this is your first application and information must be added, [click here](#) for directions on completing your profile first.

Agency User Search Educator Page

Edit \* = Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

Last Name\*: TEST Last Known County of Employment: Note: Please verify County of Employment is current  
 First Name: UPGRADE Fingerprint Process Complete: Y A "Y" next to 'Fingerprint Process Complete' indicates that the  
 Middle Name: Commission has received the material necessary to begin a  
 E-mail\*: npassaretti@ctc.ca.gov professional fitness review.  
 Work Phone: (999) 999-9999  
 Home Phone: (999) 999-9999

New

Address Line 1: EVALOTIPAC0091 State: CA  
 Address Line 2: Province:  
 City: SACRAMENTO Country: USA  
 Zip Code: 95814

Back Next

- e. Click on the "Create New" button under the heading "Web Applications" to start your application for the Certificate of Clearance (COC) or Activity Supervisor Clearance Certificate (ASCC).

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Last Name: THREE Last Known County of Employment: ALPINE COUNTY OFFICE OF EDUCATION Note: Please verify County of Employment is current  
 First Name: TRADING Adverse and Commission Actions Indicator: Note: Information on Adverse and Commission Actions is available for the educator if a flag is displayed.  
 Middle Name: APPLICATION Fingerprint Process Complete: Y Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
81220003	Career Substitute Teaching Permit	Emergency	Valid	5/2/2013	6/1/2014	5/2/2013			
81220011	30-Day Substitute Teaching Permit	Emergency	Valid	4/2/2011	4/2/2012	3/2/2010			
81220010	30-Day Substitute Teaching Permit	Emergency	Valid	3/2/2010	4/2/2011	3/2/2010			
81220009	Administrative Services Credential	Preliminary	Valid	5/2/2009	6/1/2014	5/2/2009			ALLIANT INTERNATIONAL UNIVERSITY

Recommendations

Complete Return Application to Authorized Agency Click the "Document Title" to view detailed information. Select "Yes" next to the Document Title and either "Complete" or "Return Application to Authorized Agency" with the Return Reason.

Pick Applicant	Document Title	Term	Application Status	Issue Date	Return Reason
No	Single Subject Teaching Credential	Preliminary	Recommended	10/2/2014	

Renewals/Reissuances

Complete Select "Yes" next to the Document Title and click "Complete"

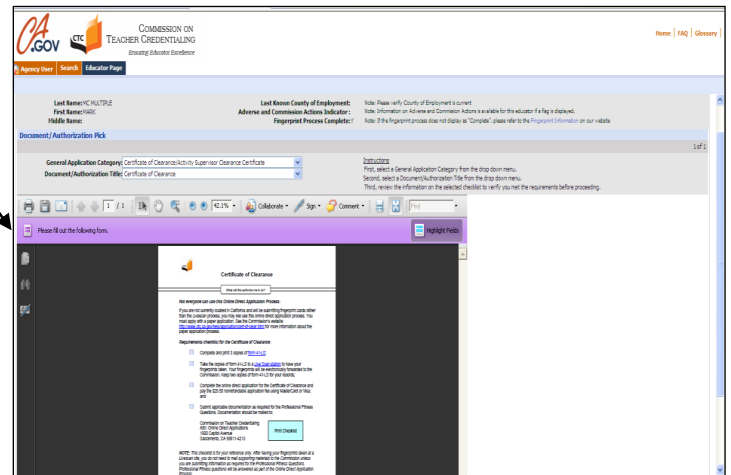
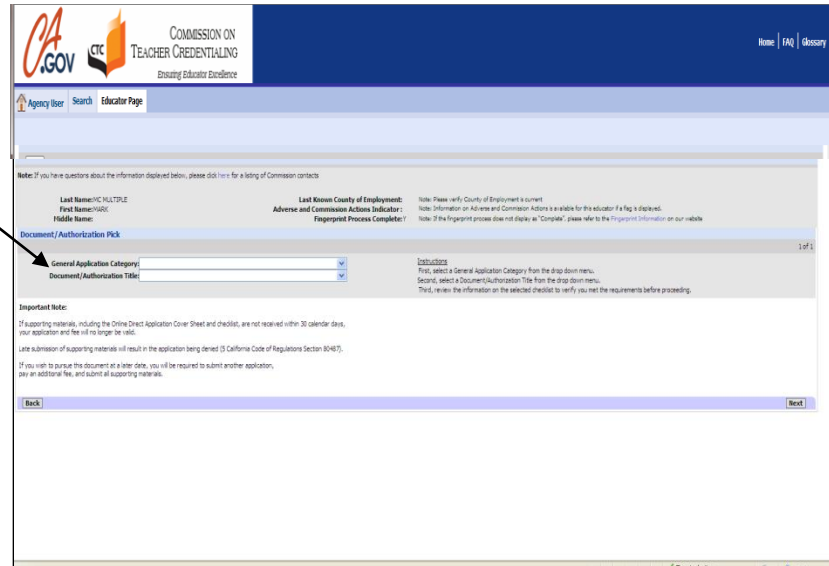
Pick Applicant	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
No	30-Day Substitute Teaching Permit	Emergency	Valid	4/2/2011	4/2/2012	3/2/2010		

Web Applications

Create New Complete Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Pick Applicant	Document Title	Application Status
No	Certificate of Clearance	Pending
No	Certificate of Clearance	Pending
No	Certificate of Clearance	Pending
No	Certificate of Clearance	Pending

f. Select which document you wish to apply for (COC or ASCC) from the drop down menus; review and print the checklist; then click Next.



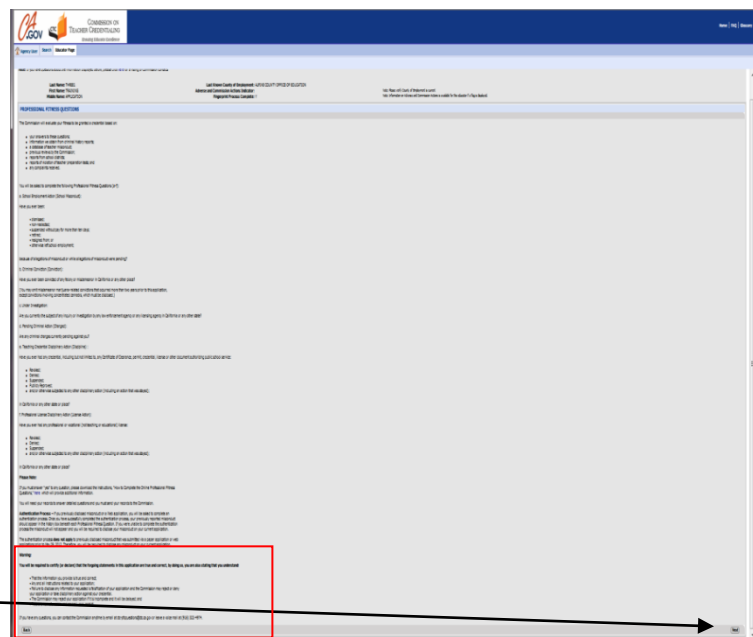
g. Read the entire Disclosure page for the Professional Fitness questions. Pay particular to the last part before continuing:

**Warning:**

**You will be required to certify (or declare) that the foregoing statements in this application are true and correct, by doing so, you are also stating that you understand:**

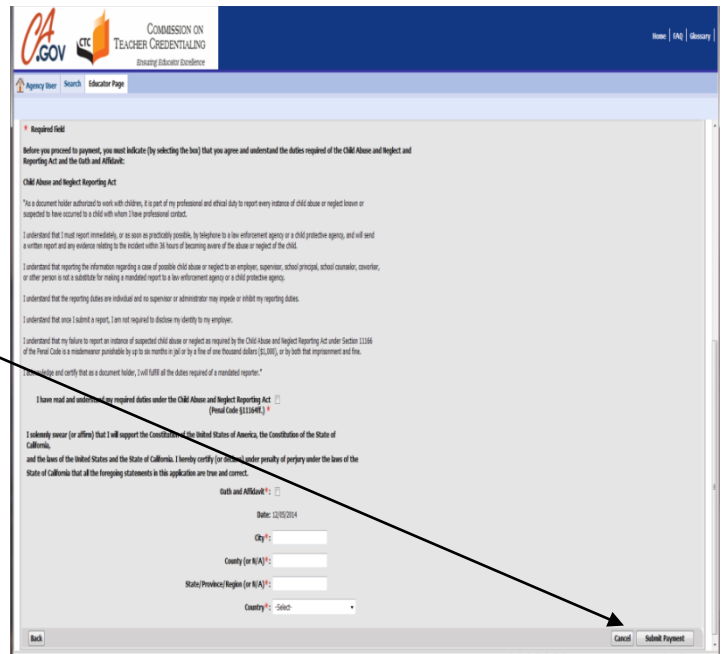
- That the information you provide is true and correct;
- Any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.
- The Commission may reject your application if it is incomplete and it will be delayed; and
- Fees are nonrefundable and earned upon receipt.

If you have any questions, you can contact the Commission anytime by email at [ctc-pfquestions@ctc.ca.gov](mailto:ctc-pfquestions@ctc.ca.gov) or leave a voice mail at (916) 322-4974.

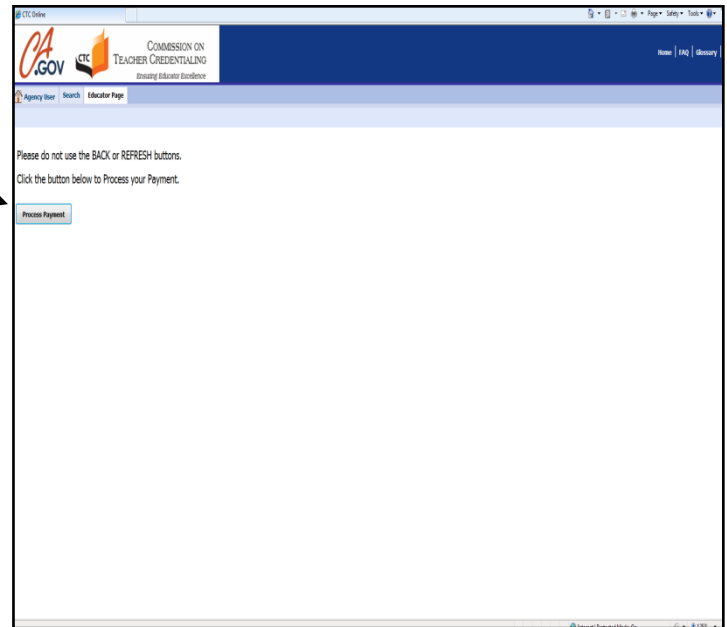


Click Next.

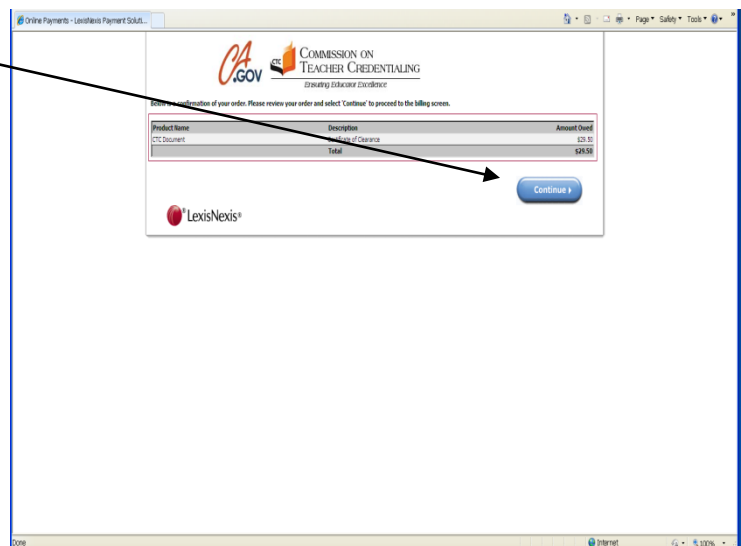
h. Answer each of the Professional Fitness Questions. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#) Complete the Oath and Affidavit, and click Submit Payment. **Click Submit Payment only once!**



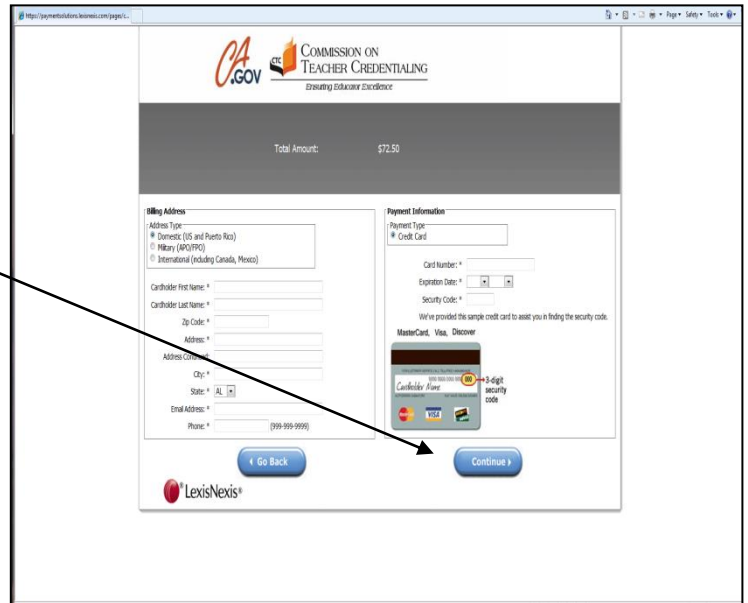
i. On the next page, click the Process Payment button to move forward.



j. The display shows the document applied for and the amount to pay. Click the Continue button.

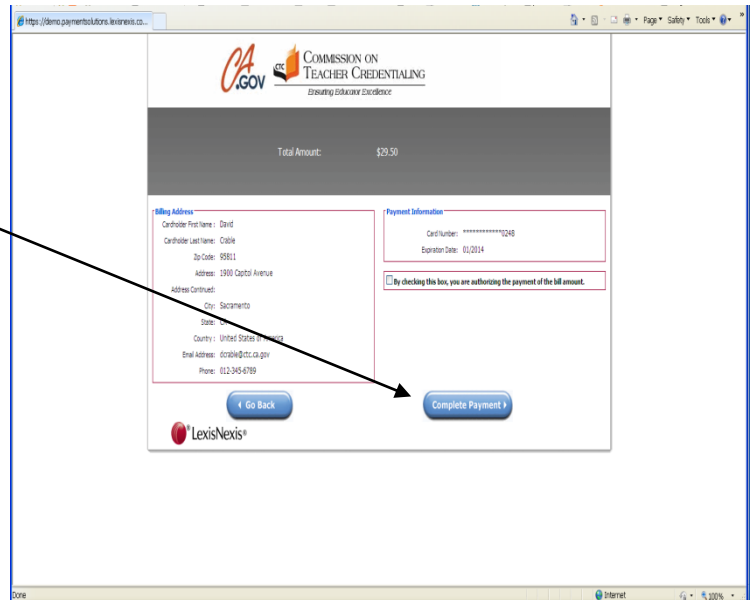


- k. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

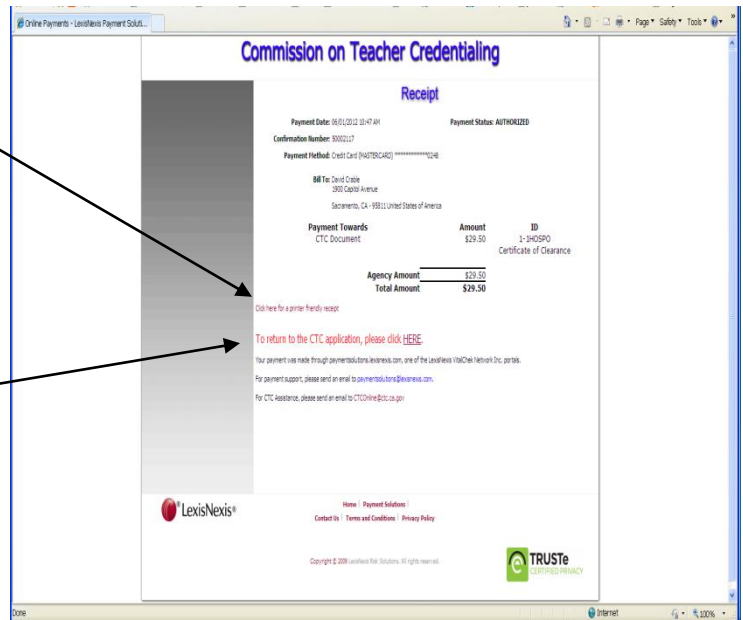


- l. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

**NOTE: The application fee is earned upon receipt and is not refundable. (Reference: Title 5, California Code of Regulations, Section 80487)**

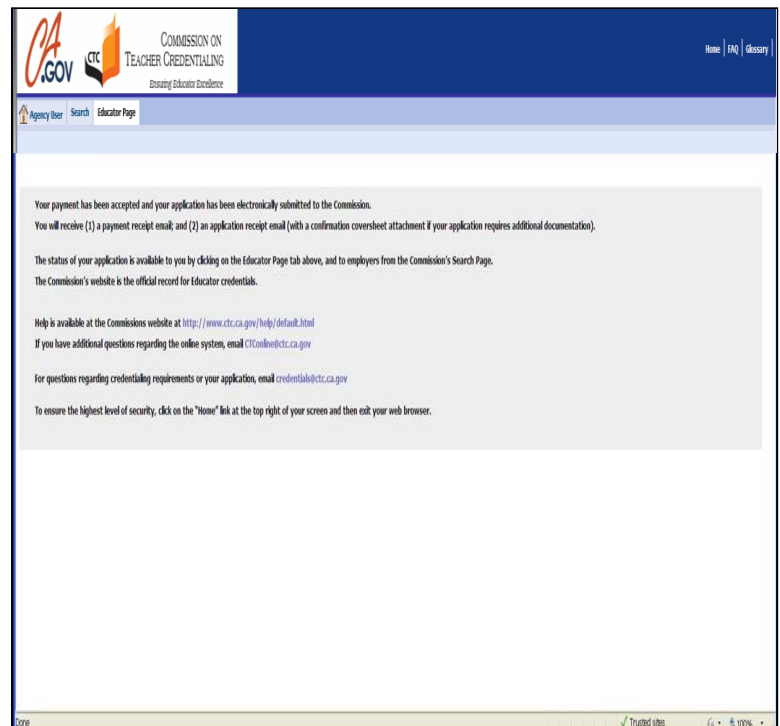


m. Use the 1<sup>st</sup> link provided to obtain a printable receipt for your reference.



n. After printing your receipt, you can return to CTC Online with the link “To return to the CTC application, please click here.”

o. The final landing page provides directions back to the Educator page or to log out of CTC Online.



**Note:** If you answered “yes” to any of the Personal and Professional Fitness questions you must send the required supporting materials to the Commission as per the instructions provided.